

Self-reflection You Know Yourself Best!	• I have trouble estimating how long a task will take • I can easily hyperfocus on a task and lose track of time • I often am late for classes, meetings, appointments • I have difficulty following the schedule or plan I have created • I often miss deadlines, handing in assignments late or not at all
Time Estimate	• Break down a task into smaller steps: For reading a chapter: ○ Read the introduction and summary ○ Read review questions or learning objectives ○ Read to find the answer to the first review question/learning obj ○ Do the same for each question or learning objective • Predict the amount of time for each step and then how long it really took
Time Tracking	• Track your time a few hours each day (different times of day) • Every 30 minutes honestly write down how you spent the time • Analyze your data: ○ How did I spend my time? ○ How long did a task take me? ○ Are there times that work better for me to study? ○ What did I learn about how I am spending my time?
Externalize Time	• Put a clock where you can see it to stay easily aware of the time • Set a timer that shows amount of time passing • Use alarms to signal stop/start time, transition time between tasks, winding down at night • Set multiple alarms including ones you need to get up to shut off • Use multiple platforms for reminders with direct messages: go to class now
Friendly Tools	• Make timed playlists of music to track time on a task and indicate start and stop time • Use whiteboards with bright colors for assignments and due dates • Set up meeting times with friends for study • Use your favorite activities planned throughout your day to create consistency

Adapted by UNH's Center for Academic Resources from Center for Teaching and Learning at Stanford University: academicskills.stanford.edu



Determining your Personal Toolkit of Strategies

STRATEGIES I WILL USE	DETAILED REFLECTION

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